

17. Children's Security Policy

Legal Framework

Children Act 1989, 2004, 2014

Every Child Matters: Change for Children 2004

UN Convention on the Rights of the Child 1989, 2003

EYFS Welfare Requirements: Suitable Premises, Environment and Equipment

National Standards: Standard 2 – Organisation, Standard 6 – Safety

Name of Responsible Person: All staff

Tigers Day Nurseries recognises its responsibility to ensure all children are safe and secure while attending our settings. All doors and gates will be locked while children are present and all adults entering the building or grounds will be identified.

Visitors to the setting will be asked to sign the visitors books on arrival and when leaving the premises and will be accompanied at all times.

Attendance records are updated during the day to provide an accurate record of child and staff numbers for fire/emergency evacuation purposes.

Children will be handed over at the end of their session to an identified person. If staff have any concerns about the person who arrives to collect the child they will inform the Manager or her Deputy immediately and prevent the child being taken until the concern is resolved or an alternative can be found. A procedure is in place to ensure the safety and well-being of any child not collected at the end of the day. Children are unable to leave the premises unsupervised but are encouraged to explore and interact through rich and diverse learning and development opportunities.

Regular checks are made throughout the day to ensure all children are accounted for, particularly when moving from one area of the building to another or from outdoors to indoors. Risk assessments are carried out before children go on outings of any nature and staff are aware of procedures to follow in the case of a child being missing.

Procedures

Accepting visitors into the setting

Handing over to parents/carers

If a parent/carer comes to collect in an unfit state

Parents who are separated/divorced

If a child hasn't been collected

If a child is lost

Intruder in the building

Contractors or outside workers on the premises

Procedure for accepting Visitors into the Building

- Visitors are welcomed into the nursery if there is someone available to accompany them.
- Staff will only allow access to the children's base rooms if they can identify the person wanting to gain access.
- If they cannot identify the person they will ask them to wait outside the door while they fetch the most senior person in the room.
- Representatives from companies who have not made an appointment will be asked to wait while their card is taken to the Manager to check if it is convenient to see them.
- If it is convenient the staff member will ask them to sign in and accompany them to the Managers office.
- All visitors will sign in and out of the building.
- No visitor is left on their own on the premises.
- If staff have any concern about the visitor they will follow the procedure for dealing with an intruder in the building.

Procedure for Handing over to Parents/Carers

- Positive communication between parent/carers and staff caring for their child is essential to forging and maintaining good relationships and working in partnership.
- Parents/carers are given a comprehensive and informative handover when collecting their child.
- Staff are polite, respectful and welcoming to parents.
- Staff are always introduced to parents/carers on joining the setting.
- We ask parents/carers to share any relevant information which make affect their child's mood or behaviour on a particular day or time.
- If staff are unsure of the reason for a child's particular behaviour or mood they will contact the parent/carer during the child's session to discuss this.

- The youngest nursery children have daily record books which parents can take home if they wish.
- The older children have a write on/wipe off board in their room to share relevant information with parents.
- Staff are always sensitive about the information they relay and how this is given to parents/carers with the focus on the child's achievements and positive behaviour.

Procedure followed if a Parent comes to Collect their Child in an Unfit State

- We do everything we can to encourage open and honest communication between parents/carers and the setting.
- If a staff member has a concern about a parent/carers state e.g. being under the influence of alcohol or drugs they would immediately inform the most senior staff member present.
- The Manager or Deputy would deal with the situation by asking the parent/carer to come to the office and discuss this.
- If the Manager/Deputy has any doubt about the state of the parent/carer they must refuse to allow the child to leave with them and use the child's registration details for an alternative person to contact.
- If the Manager/Deputy felt threatened by the parent/carer the police would be called.
- The parent/carer would be kept away from the children at all times.
- If we are unable to make contact with any other person on the child's contact list we would contact Social services.

Procedures for Supporting Parents who are Separated or Divorced

- Many children come from extended and step families and as a setting we would never presume a child's circumstances.
- We will remain impartial if parents have issues with one another and always have the child's best interests at heart.
- We cannot refuse to let a parent collect their own child except where there is a court order in place which we are given a copy of.
- If there is a court order in place and the parent who the court order is against comes to collect the child, we will put the procedure for dealing with an intruder into place.
- We will ensure that separated or divorced parents are given the same opportunities to contribute to their child's Learning Journeys and have equal access to activities and events happening in the setting.
- Both parents will be invited to discuss their child's progress with separate appointments being offered if this is more suitable.

- If separated/divorced parents have new partners we would ask them to check with the child's other parent that the new partner can be added to the child's contact and collection list.
- If there are objections to this we would ask parents to come to a mutual agreement.

Procedure to follow if a Child hasn't been Collected

- If parents/carers anticipate being late collecting their child for any reason we ask that they contact the setting immediately.
- We would ask that parents make alternative arrangements to ensure their child is collected within the settings opening hours.
- If a child hasn't been collected at the end of their session the Manager/Deputy will try to make telephone contact with the parent/carer.
- If they are unable to reach them the Manager/Deputy will work down the child's contact list.
- They will continue to work their way through the list until a suitable person can be found to collect the child.
- The child will remain with a familiar staff member in their base room while the Manager/Deputy carries this out.
- In the unlikely event of the Manager/Deputy being unable to make contact with any people on the child's contact list, and we haven't been contacted by anyone after an hour, we may contact Social Services who will make alternative arrangements for the child's care.

Procedure if a Child is Lost

- Children are recorded in and out of their base rooms as part of the nursery routine.
- Staff are always aware of how many children are present.
- The children are unable to leave the premises unaccompanied.
- In the highly unlikely event of a child being lost, the Manager or Deputy will be informed.
- Staff will check all rooms and a thorough search made of the setting and the grounds.
- Staff will be sent into the surrounding areas to search, taking mobile phones with them to maintain contact with the setting.
- If the child is not found within a short period of time the police will be informed.
- Parents will be informed at this point.
- When the child is found a full investigation will be carried out into how the incident happened.

- A copy of the investigation will be sent to OFSTED and the Early Years and Childcare Team for West Berkshire.
- In any cases with media attention staff will not speak to any media representatives.

Procedure to follow if an Intruder is in the Building

- Staff follow procedures for accepting visitors into the nursery.
- If a staff member has any concerns at all about someone in the building this procedure must be implemented immediately and without delay.
- Staff use the code word **“PEANUT”** which will immediately alert other staff to their concerns.
- To stop panic we ask staff to use the word in a sentence such as “I think we could have peanut butter in the sandwiches today” as all staff are aware that this is not a food we use in any of our settings.
- Once staff are alerted they will call the emergency services, providing them with the information that we are a setting which cares for young children.
- The most senior staff member will stay with the intruder and keep them away from accessing areas where the children are based.
- If the intruder has already gained access to the children they will be moved away as quickly and calmly as possible.
- Once the intruder has been dealt with and the police have arrived, a full incident report will be made and this will be shared with OFSTED and the Early Years and Childcare Team for West Berkshire.

Contractors or Outside Workers on the Premises.

- From time to time we have to have contractors or outside workers bringing their skills to work on the premises. We will always use a reputable company to carry out any contracted work.
- At all times contractors will sign in and out of the visitors book and the Management Team will be aware they are on the premises.
- Proof of identification will be requested and contractors will only be allowed to work on the premises if the Management Team are aware they are coming.
- The Health and Safety Officer will be informed of the nature of the work to be completed and a full risk assessment will be completed before work commences if required.
- Any contractor working inside the building will be accompanied at all times by a member of staff.

- Contractors that work regularly at the nursery will be required to have suitable persons checks including DBS and references.
- Contractors will be informed of our health and safety procedures including evacuation and emergency procedures.
- Contractors will be informed they are not to use their mobile telephones while on site and any calls must be made outside the building.
- Contractors will be informed that the setting is on a no smoking site.